



**USAID**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72028023R10001  
Amendment 0001

**ISSUANCE DATE:** 07/07/2023

**CLOSING DATE/TIME:** 11/01/2023; 1700 hrs  
Frankfurt/Main local time

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) – USAID Development Program Specialist (Monitoring, Evaluation, and Learning)**


Dear Prospective Offerors:

Section III. Evaluation and Selection Factors in the subject Solicitation 72028023R10001 are being revised as shown in the Attachment. The Closing Date for the receipt of offers is being extended to November 01, 2023.

Offers submitted in response to the original Solicitation must be re-submitted referencing the Amendment 0001 and must be received by the new Closing Date of November 01, 2023. Only those offers received in reference to the Amendment 0001 of the Solicitation 72028023R10001 will be considered. Any questions must be directed to [usaidmerpjobs@usaid.gov](mailto:usaidmerpjobs@usaid.gov).

Sincerely,

**Kevin Sarsok**  
Kevin Sarsok  
**Contracting Officer**

 Digitally signed by Kevin Sarsok  
Date: 2023.10.20 14:06:51 +02'00'

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72028023R10001 Amendment 0001
- 2. ISSUANCE DATE:** 07/07/2023
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 11/01/2023; (1700 hrs Frankfurt am Main local time)
- 4. POINT OF CONTACT:** John Ford, email at [usaidmerpjobs@usaid.gov](mailto:usaidmerpjobs@usaid.gov)
- 5. POSITION TITLE:** USAID Development Program Specialist (Monitoring, Evaluation, and Learning)
- 6. MARKET VALUE: EUR 87,467 - EUR 113,707** equivalent to **FSN-11**  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Mission Germany. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Five-year period of performance, estimated to start o/a January 2024, with possibility to renew in accordance with ADS 309. Personal services contracts are subject to the five-year limitation in accordance with FAR Part 17. In accordance with AIDAR Appendix J, CCNPSCs are of a continuing nature and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation in the FAR.
- 8. PLACE OF PERFORMANCE:** USAID/Middle East Regional Platform, Frankfurt am Main, Germany, with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Cooperating Country Nationals – a cooperating country citizen or non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- 10. SECURITY LEVEL REQUIRED:** Facility Access or Security Certification issued by the U.S. Embassy Regional Security Office.

**11. STATEMENT OF DUTIES****1. General Statement of Purpose of the Contract**

Under the general direction of the MERP Regional Supervisory Program Officer, the Senior Program Management Specialist (A/COR, MEL) provides strategic level leadership, policy guidance and overall direction for monitoring, evaluation, and learning (MEL) at MERP and leads MEL work at operating units across the MENA, with particular focus on the limited - and non-presence programs in Libya, Syria, Tunisia, and Yemen. The Senior Program Management Specialist (A/COR, MEL) is a key member of the Regional Program Office and

coaches and mentors MEL MENA staff on USAID MEL policies and procedures as articulated in the ADS and Mission Orders to improve sector collaboration, strengthen Mission monitoring and evaluation, champions and guides organizational reflection and learning opportunities to adapt programming.

S/he serves as a subject matter expert and key contributor to strengthening the capacity of information systems, providing senior-level technical guidance to senior leaders, to the broader USAID MENA Missions, and to implementing partners (IPs) involved in MEL. The Senior Program Management Specialist (A/COR, MEL) has a strong leadership role at MERP and provides expert guidance from the pre-activity stage of planning and concept review, through the design, implementation, and evaluation processes of all activities. The Specialist is responsible for ensuring Agency MEL guidance and procedures are followed, as well as developing mission policies and systems to ensure mission compliance. The Senior Program Management Specialist (A/COR, MEL) serves as a C/AOR or Activity Manager, responsible for providing technical and programmatic guidance to assigned activities in support of the full range of C/AOR responsibilities. S/he serves as acting Program Officer to ensure that planned operations continue without interruption during the absence of Program Officers. S/he applies evaluation research to the monitoring of program/project/activity implementation in order to attain results, and to translate MEL and other data into meaningful policy and program improvements. Furthermore, s/he must maintain effective and productive working relationships with other Embassy staff; interlocutors in Washington, DC; and USAID IPs.

## **2. Statement of Duties to be Performed**

### **Monitoring, Evaluation, and Learning (40%)**

- Employing extensive experience and technical knowledge, the Senior Program Management Specialist (A/COR, MEL) will lead overall MEL program strategy development and implementation. This includes but is not limited to reporting to and advising Mission Directors on MEL strategy conception and implementation as well as providing guidance to staff as they manage the implementation of individual assistance activities. S/he will provide intellectual leadership, policy guidance, and programming direction in the area of MEL.
- The Senior Program Management Specialist (A/COR, MEL) will provide expert advice and technical assistance to USAID partners to support MEL implementation. The Senior Program Management Specialist will provide technical and management oversight to USAID's MEL investments and includes but is not limited to developing activity design processes, participating in Technical Evaluation Committees, and providing strategic guidance to IPs on MEL implementation approaches.
- Develops innovative and cross-cutting monitoring tools, including Data Quality Assessment and Improvement (DQA/I) tools in coordination with other MENA Program Offices and MEL contractors/grantees; tracks and maintains multiple sets of key indicators, common indicators related to standard components in all USAID programs/projects/activities, indicators at the strategic objective level, and detailed indicators at the activity level.

- Provides expert technical leadership to C/AORs and IPs to ensure activity work plans and monitoring plans include relevant and effective performance measures, which together provide greater results and more accurate measurements.
- Leads, designs and performs assessments/studies/research requiring independent analysis and interpretation, on a regular and recurring basis; studies and research are cross-cutting, and include substantive topics. Briefs MERP and MENA Mission leaders on findings and makes recommendations to impact strategic, operational and programmatic direction.
- Provides expert guidance to MERP and MENA technical staff on defining measurable indicators and targets for desired results addressed by their program/project/activity, and edits quarterly, semi-annual, and annual performance reports. In collaboration with MENA Mission Program Offices, leads compilation and reporting on the annual Performance Plan and Report (PPR) and ensures all required indicators have appropriate targets and results, and that data are collected and reported on by IPs in accordance with Agency requirements.
- Regularly reviews and coordinates the updates to the Mission Performance Management Plan (PMP). Provides advice on developing and selecting indicators and assuring data quality for all sectoral interventions. Guides the MENA Mission staff in Program Cycle implementation, including developing project and/or activity MEL plans.

**Activity Management and AOR/COR Duties (40%)**

- Ensures that supported Missions have access to the full range of MEL services to support country strategy and PMP implementation, including: evaluations, assessments, data quality assessments, third-party monitoring, contextual monitoring, and organizational capacity development needs.
- Designs and manages umbrella MEL services contracts, as well as individually procured evaluations and assessments. Remains knowledgeable of USAID-wide MEL services contracting options.
- Serves as the A/COR on MEL Platform Contracts and related activities; oversees and enforces the agreement/contract elements in accordance with the A/COR delegation authorities stipulated in the A/COR designation letter.
- Demonstrates flexibility and the capacity to adapt to and operate in environments of uncertainty – pivoting MEL support services as needed.
- Manages individual evaluations, assessments, and MEL activities procured through central mechanisms as activity manager or AOR/COR.

**Regional Training and Capacity Building for the MENA Region (20%)**

- Builds the capacity of the USAID MERP and MENA staff on Agency and mission MEL functions so that staff on each technical team are prepared to take the lead within their sector. Develops and conducts training, workshops, facilitated learning conversations, and other capacity-building opportunities around MEL/CLA. Provides or arranges for individual and group training to ensure greater understanding and full compliance with Mission and Agency requirements.
- Plans and executes regional learning and capacity building events/workshops for

- implementing partners and other external partners.
- Serves as Acting Program Officer during periodic absences of the Program Officer.
- Serves on activity design teams

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

### **3. Supervision Received**

The Senior Program Management Specialist (A/COR, MEL) works under the general supervision of the Supervisory Regional Program Officer. Regular work assignments are made orally and in writing (email). Most assignments occur in the normal course of work, and the Specialist is expected to exercise their professional judgment in raising issues directly to the Supervisory Regional Program Officer. For all new duties, the Supervisor will provide a review of the assignment, the goals and objectives to be achieved, and the results expected. After this initial introduction, the Senior Program Management Specialist (A/COR, MEL) is expected to work productively and independently to achieve their work objectives and complete their assigned tasks. Work is reviewed in terms of mission capacity developed, deliverables submitted on time, quality of the work produced, integrated teams and networks built, and results achieved.

### **4. Supervision Exercised**

The direct supervision is not contemplated.

## **12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

1. **Education:** A Bachelor's Degree in a field related to international development, such as political science, international affairs, public policy, economics, social sciences, technical sciences, or development studies or related fields is required.
2. **Prior Work Experience:** Minimum of 5 years of progressively responsible experience related to monitoring, evaluation, and learning functions (evaluation, knowledge in the subject). At least two years of this experience in a development-oriented workplace, or a related field, for other donor agencies, cooperating country organizations, or private-sector institutions, and which included project design, performance monitoring, and/or the analysis and interpretation of large amounts of data, is required.
3. **Language Proficiency:** Level IV (fluent) in English speaking, reading, and writing ability required.

## **III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

Short-listed candidates will be evaluated based on information presented in the application, skills test, interview, and obtained through reference checks against the Evaluation Factors listed below. An applicant's references must be able to provide substantive information about past performance and abilities.

### **BASIS OF RATING**

**The application will be scored based on information provided outlining the quality of experience supporting the statement of duties and the following evaluation factors:**

**Knowledge:** The Senior Program Management Specialist (A/COR, MEL) must have in-depth, professional-level knowledge of development approaches and methods for performance analysis, data visualization, and program design, monitoring and evaluation. S/he must have excellent knowledge of MEL systems, and international donor operations in the sector. This position requires significant knowledge and understanding of host-country historic, economic, social, cultural, and political characteristics and an understanding of the general level of development in the MERP region. Previous professional experience in the oversight of development and/or foreign assistance activities and the application of global MEL best practices is preferred. The Senior Program Management Specialist (A/COR, MEL) must have working knowledge of USG legislation, policy, and practice relating to monitoring, evaluation, and learning, and of USG programming policies, regulations, procedures, and MEL mentation, and of the objectives, methodology, and status of assigned activities.

**Skills and Abilities:** This position requires strong analytical, problem-solving, communication (written and oral), organization, interpersonal, and team building skills. S/he must have the ability to plan, organize and execute complex MEL activities, including the ability to provide technical leadership and apply this ability to programming in the cooperating country and the region. The Senior Program Management Specialist (A/COR, MEL) must have the ability to issue precise and accurate factual reports using rigorous analytical and interpretive skills. Excellent communication skills both writing and speaking, especially in being able to communicate technical subjects to individuals

with nontechnical background. This role requires the ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures. The Senior Program Management Specialist (A/COR, MEL) must be able to convene people in large organizations to build consensus and achieve a particular outcome; prepare clear, substantive reports and briefing papers in English in a timely manner; and demonstrate experience with institutional and individual capacity-building, adult learning and/or learning facilitation or related experience. The Specialist must have demonstrated experience managing complicated portfolios and establishing relationships with a wide range of stakeholders. Excellent computer and software skills including ability in Excel, SPSS, STATA, R and/or other analytical databases. Experience in MENA countries is preferred.

**Applicants are rated as outlined below.**

1. A preliminary review of the applicant's submitted application package to establish that minimum educational and work experience requirements are met. PASS/FAIL
2. Language test PASS/FAIL
3. Application Review max. 15 points
4. Technical Skills Test max. 25 points

A skills test will be administered to assess the candidates' related job knowledge and skills.

5. Interview Performance max. 60 points

Interview questions will be intended to explore the candidate's experience, job knowledge, and skills in regards to the requirements and functional role of the position. There will be at least one question regarding Diversity, Equity, Inclusion and Accessibility (DEIA) concepts.

Total Possible Points: 100 points

6. Reference check PASS/FAIL

A "FAIL" Reference Check would result from information regarding confirmed illegal or unethical activities or a preponderance of negative feedback from numerous references; i.e. not a single critical comment.

USAID/MERP, Frankfurt Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and work experience requirements. A Language Test (Step 2) will be conducted before forwarding the applications to the Technical Evaluation Committee (TEC) for further review and assessment.

The Technical Evaluation Committee (TEC) will review each of the forwarded applications against the established evaluation criteria (Step 3) to develop a shortlist of applicants. Applicants will be contacted for a written technical test (Step 4) and interviews (Step 5). Based on the results of the tests, however, an applicant otherwise identified for an interview could be dropped from the interview list.

Following the interview during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to MERP HR. References (Step 6) may be solicited from current as well as former supervisors in addition to the references you provide in your application package. References will only be solicited for those interviewed applicants who are being considered for final ranking.

Based on this final input, the TEC will make its final decision on which candidates to rank and in which order, prepare a TEC Memo for the review and approval of the Contracting Officer, after which an offer of employment will be made to the successful candidate(s).

Unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.

#### **IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to apply via ERA Electronic Recruitment Application, <https://erajobs.state.gov/dos-era/deu/vacancysearch/searchVacancies.hms> (please navigate to the ERA Site link to view the vacancy and to apply).
2. Offerors must ensure to enclose a Cover Letter, CV/Resume, valid residence/work permit and a list of three (3) professional references in ERA by the closing date and time specified in Section I, item 3.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

- Background investigation forms

#### **VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:



## 1. BENEFITS:

- Annual Leave – Up to age 29 - 29 working days Annual Leave; Age 30 and older - 30 working days Annual Leave
- Sick Leave – Employees who are incapacitated for duty because of an illness for which they are not personally responsible are entitled to payment of their regular salary for the period of their illness but not to exceed six weeks for any one illness. Another six weeks of paid absence is granted for recurrence of the same illness during a twelve-month period if an employee has not been absent because of the same illness for at least six (6) consecutive months.
- Employer's Social Security Contribution – up to 22 percent of the annual basic salary rate of the employee
- Other benefits as applicable under the Local Compensation Plan.

## 2. ALLOWANCES (as applicable):

- Workers Compensation

**VII. TAXES**

The U.S. Mission does not withhold or make local income tax payments. It is the responsibility of the individual to ensure that all requirements as established by the German Government with regard to taxes are adhered to.

**VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

**LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g., R497]	1	LOT	\$ _TBD_	\$_TBD at Award after negotiation

	- Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>				ns with Contractor
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3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.
5. **PSC Ombudsman**  
The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the Agency. Please visit our page for additional information:  
<https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

#### 6. FAR Provisions Incorporated by Reference

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	(Jun 2023)
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